Republic of the Philippines

OVERSEAS WORKERS WELFARE ADMINISTRATION
Regional Welfare Office – National Capital Region
2/F STWLPC Bldg., 336-338 Sen. Gil Puyat Ave., Pasay City

P.R. No.: NCR-2024-11-697480FF Date: 26 November 2024

REQUEST FOR QUOTATION / PROPOSAL

COMPANY NAME:

ADDRESS OF COMPANY:

To whom it may concern:

Please quote your lowest net price/s (taxes included) on the lot or item/s below, subject to the General Conditions indicated herein, stating the shortest time of delivery and submit your quotation using your company letterhead or this form duly signed by your official representative to Overseas Workers Welfare Administration Regional Welfare Office – National Capital Region, not later than <u>03 December</u> <u>2024</u>, <u>10:00a.m.</u>

Procurement and Propert

LORNA R. OBEDOZA Chief, Administrative and Finance Division

PROJECT TITLE/NAME: Proposal for One (1) Lot - Supply and Delivery of Various Office Furniture						DEALER'S/ SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS		UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST Unit Pri	TOTAI	
					Inclusive)		
	Supply and Delivery of Various Office Furniture	1	Lot	Php 614,500.00			
1	CLERICAL TABLE, with CPU rack	17	sets	15,000.00			
	Size: W1200mm x D600mm x 750mm (WDH)			per set			
	Wood Grain Surface			•			
	Key-Lock Triple Side Drawer						
	Moisture Resistant Board						
	Color: Wood grain						
2	CLERICAL CHAIR, with Armrest	25	pcs.	7,500.00			
	Size: W590mm x D530mm x H1090mm (WDH)			per piece		10.10	
	Seat rest: 490 x 530mm (WD)						
	Mesh Fabric Upholstered						
	Adjustable Chrome base						
	Polypropylene Armrests		do un est				
	Gastlift: Tilt mechanism						
	Color: Black						
3	METAL CABINET, 2 DOORS, 3 LAYER	3	pcs.	15,000.00			
	106 x 90 x 45mm (HWD)			per piece			
	2 swing metal doors						
	2 Adjustable shelves inside						
	Color: Gray						
	Key lock with 2 keys		DA L			F. A.C.	

4	ADMINISTRATIVE TABLE, with drawer and pedestal cabinet	1	set	25,000.00	
	Main table: 150cm x 60cm x 75cm (WDH) Color: wood grain			per set	
	Side table: 100cm x 45cm x 70cm (WDH) Color: wood grain				
5	FOLDABLE TABLE , 180cm x 60cm, wooden top, with steel 2 nd layer	12	pes.	8,500.00	
	Note:				
	 Attached picture of your bid. Bid should not exceed the amount for each item. 				
	One (1) year warranty against manufacturing defect, as well as parts and service				
	- Goods shall be delivered and assembled by the Supplier	Min			
	Additional Documentary Requirements must be submitted upon submission of offer:				
	1. PhilGEPS Certificate or PhilGEPS Registration Number				
	2. Valid Mayor's/ Business Permit				
	3. Income/ Business Tax Return (latest)				
	Please take note that the Omnibus Sworn Statement shall be submitted within 5 days upon acceptance of Notice of Award.				
	Note: Bidders may also submit their bid proposal and supporting documents through email address: owwancr.procurement@gmail.com xxxxxxxxxxxxxxxx NOTHING FO				

GENERAL CONDITIONS

- Entries must be typewritten / if handwritten, it must be clear and legible;
- Bidders must submit certificate of PHILGEPS Registration;
- Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, etc.);
- All quotations can be submitted through the following means: a) in a SEALED ENVELOPE, or b) thru ELECTRONIC MAIL, or c) FACSMILE. Label the envelope with the following:

Bidder's Company Name PHILGEPS Reference No. Project Title/Name

- Item/s delivered must have warranties for unit replacements, parts, labor or other services;
- Ouoted prices must be inclusive of taxes and shall not exceed Approved Budget for Contract (ABC);
- Proposal/Quotation submitted without signature of the authorized signatory shall not be accepted; Proposal/Bid modifications submitted beyond the scheduled deadline shall not be considered;
- Price quoted/submitted on the deadline shall be considered as final and unalterable;
- Use of non-discretionary/non-discrimatory selection criteria as tie-breaking method in case of two or more bidders determined and declared as the Lowest Calculated and Responsive Bidder (LCRB) in accordance with GPPB Circular No. 06-2005.
- 11. The OWWA reserves the right to accept or reject any bid, to annul the bidding process, and to reject at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

DELIVERY: 30 days upon receipt of Purchase Order (PO) and Notice to Proceed (NTP)

TERMS OF PAYMENT: Government Terms PRICE VALIDITY: 60 days from date of quotation/proposal

> (Company Name) (Print Name and Signature of Authorized Representative) (Designation) Company Tel./Fax/Mobile No. (Date)